

ERDC Cheat Sheet

Eligibility requirements	<ul style="list-style-type: none"> • Oregon resident • Age of child (0 – 11) unless special needs • All copays met 	<ul style="list-style-type: none"> • Citizen/Alien status of child • Employed caretaker(s) <ul style="list-style-type: none"> ○ Child care need • Immunizations 	<ul style="list-style-type: none"> • Income limit under 185% of FPL – ongoing copay must be less than max DHS will pay
Verification Required	<p>At initial application: All income received 30 days prior to date of request, Second parent unable to provide adequate care, citizen/alien status of child needing care, Verify or document why a child 12-17 needs care, or why a child with a disability needs special needs rate</p> <p>At Re-application Form: Earned income from the past 30 days and any of the above that may have changed.</p> <p>In all cases: Any questionable information</p>		
Determination Groups	<p>Filing Group/Benefit Group includes the caretaker, spouse, parent, children, siblings and may include foster children. Note: A child for ERDC is between 0 -17 and 18 if attending High school; A minor parent in the filing group is included as a child if they are not requesting their own ERCD case, Any parent to a child or unborn in the same household is in the filing group. All members in the filing/benefit group are coded in the (# ERDC) on UCMS</p>		
Income Calculation	<p>If representative, convert as future income. If not representative, estimate future income based on best information available. When initial month income is significantly lower than ongoing see FSM,CC E.4 Convert income using 4.3, 2.15 or 2 depending on how often paid. OAR 461-150-0060</p> <p>Remember: include all earned income (that is expected to continue), e.g., bonuses, tips, commissions and any unearned income in calculation; No CC work hours are given for self-employment income. See rules on treatment of self-employment income OAR 461-145-0930</p>		
Listing	<p>Is the family's provider already listed and active? Search DPPL for the provider record and check DPPM to see their status. If A or I in List Stat field on DPPM send DPU an electronic provider connect and give the parent a 7494E for the provider. If no A or I give the parent a DHS 7494 Provider listing form to be completed by the provider. Note: payment to the provider starts on their approval date forward, providers should turn in the 7494 to DPU as quickly as possible. Give the parent a Parent's Guide to Child Care (DHS 7478) and a Provider Guide (DHS 7492) to give to the provider.</p>		
Special Needs Rate and High Needs Rate	<p>A child with special needs is a child who requires a higher level of care for their age due to a physical, behavioral or mental disability. The disability should be verified, unless the child receives SSI. The need for a higher level of care is determined by the provider and should be verified by the provider's statement on the Special Need Child Care Verification (DHS 7486). Once verified, code UCMS with N/R of <u>SNR</u> <u>C</u> .</p> <p>If rate exceeds special needs rate due to children with very high needs, refer to SDA High Needs Specialist.</p>		

Check	<p>UCMS - Is # ERDC correct?</p> <ul style="list-style-type: none"> - Are CC Wrk Hrs coded? Is earned income (EML or SLF) coded? If not, no CCB will issue. - Are children not receiving or not eligible for child care coded as NO? - If Special Needs Rate, is verification met? Is child coded with SNR N/R code? - If care for older child(ren) age 12-17 is authorized - is child coded with SNA N/R code? <p>FCAS - If companion SNAP case exists, have you adjusted CC deduction?</p>	
Child Care Work Hours	<p>Code <u>work hours</u> only. The system calculates 25% percent for travel. Use highest verified hours the parent can work . Example: week 1 (20 hrs), week 2 (30 hrs) week 3 (32 hrs) week 4 (26 hrs). $32 \times 4.3 = 137.6$ round to 138 is used. Do not average hours. See rules on calculating hours for two-parent families OAR 461-160-0040</p>	
Authorizing Extra Hours	<p>For full-time employment, maximum of 40×4.3 or 172 CC Wrk Hrs allowed. System adds 25% for 215 hrs max. If client's actual hours exceed 215, check to see if situation meets criteria for authorizing extra hours. If so, code UCMS with actual number of child care hours client needs for work and travel in CC Wrk Hrs field. Code EXH C/D and N/R on payee. Extra child care work hours have a maximum of 323 hours. OAR 461-155-0150</p>	
ERDC in SRS C/D <u>SRS</u> N/R <u>SRS</u> & <u>date</u>	<p>When there is a SNAP case in SRS generally the ERDC should also be SRS. Code ERDC with a SRS C/D and N/R. The SRS date depends on the SNAP case. If SNAP is in months 1 – 4 your SRS N/R date will be your Interim report date. If in month 5 – 12 your SRS N/R date will be the SNAP eligibility end date. The APR date on ERDC will always be your SNAP eligibility end date. Do not use SRS for SNAP TBA or cases with temporary or very unstable income</p>	
SRS clients are required to report	<p>Changes in income above 130% if income starts out under 130% Changes in address Changes in providers When a parent of a child or unborn or the spouse of the caretaker moves in to the residence. Loss of employment</p>	
CRS Clients are Required to Report	<p>Changes in source of income that is expected to continue. Changes in rate of pay that is expected to continue. Changes in members of filing group.</p>	<p>Changes in address. Changes in providers.</p>
Acting on Changes	<ul style="list-style-type: none"> • If a change is reported that must be acted on and causes a reduction in benefits (higher copay), allow time for 10-day notice. DHS7294 Notice of Reported Income serves as a 10-day notice form. • Adjust work hours if needed (it is possible to adjust work hours and not income). With SRS cases we do not want verification of work hours increasing. In cases where the increase in hours appears as though it will put the client over 130% FPL send the client a DHS 853. • Always narrate reported changes and action taken. <p>Note: If companion SNAP case exists, follow SNAP policy for acting on changes for SNAP case.</p>	